

ATO SERVICE AREA RESTRUCTURING EMPLOYEES ASSISTANCE

May 2006

EMPLOYEE STAFFING AND BENEFITS SUPPORT SERVICES

The FAA's Human Resource Management Divisions (HRMD) are available to assist employees affected by the ATO service area restructuring with questions they may have regarding the personnel actions resulting from the restructuring.

The following steps have been implemented to support employees:

- On-site briefings were conducted in April/May 2006, to provide staffing and benefits information. This included training in the use of the FAA's automated staffing system (ASAP), retirement options, health and life insurance, Thrift Savings Plan accounts, etc. Materials from those briefings should be consulted and HR remains available to answer questions on topics covered.
- Retirement seminars will be offered, and individual retirement and benefits counseling will be available on an ongoing basis.
- HR will request the Department of Labor to dispatch Rapid Response Teams where employees are located to provide information on state services available for training, retraining, and employment searches and opportunities.
- HR will contact the local Federal Executive Board to request assistance in identifying employment opportunities for those employees unable to relocate. The FEB will often ask for resumes, so be prepared with an updated copy to provide if requested.
- HR's Help Desks are available at each of its HRMDs located in all of the affected regions, staffed with an HR professional, to provide employees a direct means to ask questions and obtain information on how to apply for positions in other parts of FAA and at other Federal agencies. You can reach any of the Help Desks via e-mail @ 9-***-HR-YES (insert the 3-letter region code in place of asterisks, i.e., ANE, AEA, AGL, ACE, AWP, or AAL).
- HR will make resource guides available that contain information on developing resumes, job searches, etc.
- Employees are responsible for pursuing job opportunities of interest to them. HR will support employees' efforts with technical and general information.
- HR will ensure that all provisions of any negotiated agreements impacting on the affected workforce are honored.



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